

# COD Processing Update

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September 23, 2005

## *Direct Loan*

### COD News

#### **COD System Maintenance Planned For Sunday, September 25, 2005 (09/21/05)**

The COD System will undergo routine maintenance on Sunday, September 25, 2005 from 12:30 A.M. until 12:30 P.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, September 25, 2005 (09/21/05)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, September 25, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 12:30 A.M. until 12:30 P.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **Hurricane Katrina Information (09/14/05)**

The U.S. Department of Education is committed to assisting students enrolled in postsecondary education impacted by Hurricane Katrina. Accordingly, FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date information and guidance. Click on this link regularly for updates related to the impact of the hurricane on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.



## Common Origination and Disbursement

# COD Processing Update

### REMINDER!

#### End Of Federal Fiscal Year-Impact On Pell Grant And Direct Loan Funds

##### Availability (09/23/05)

September 30, 2005 marks the end of the Federal fiscal year for the Department of Education. Some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2005. Schools should refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0906EndofFederalFY2005.html>, for details on how COD processing will be affected, and how this may impact the way your school processes Pell Grant and Direct Loan records during the days surrounding the September 30th date.

### REMINDER!

#### Changes To Direct Loan Publications Fulfillment Process (09/23/05)

As explained in DLB 05-15, FSA has moved the fulfillment process for Direct Loan publications into the Department of Education's publication ordering system, ED Pubs. **Through September 30, 2005**, schools may continue to order Direct Loan publications through the COD School Relations Center or download many of the Direct Loan publications from the Direct Loan Web site at

<http://www.ed.gov/offices/OSFAP/DirectLoan/index.html>.

However, **beginning October 1, 2005**, schools must order Direct Loan publications directly through ED Pubs. Additional information about publications ordering is posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0515.html>.

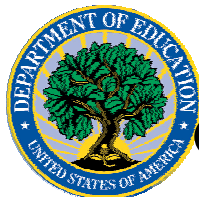
### NEW!

#### Unlocking And Resetting COD Web Site Passwords (09/23/05)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.



## Common Origination and Disbursement

# COD Processing Update

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- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>.

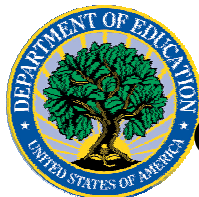
### **Direct Loan Bulletin 05-16 Released (09/19/05)**

Direct Loan Bulletin 05-16 was released to schools from the COD School Relations Center on September 16, 2005 and is posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0516.html>. This bulletin informs schools of the change in the point of contact for prior award year questions. If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) with the subject line of "DLB Distribution".

### **Program File Available For EDEExpress For Windows 2005-2006, Release 2.0 To Address Issue with Missing MPN Information In COD PLUS Response Files (09/16/05)**

CPS/SAIG Technical Support has posted a program file to the Department's Federal Student Aid Download (FSAdownload) Web site (located at <http://fsadownload.ed.gov/>) to address an issue affecting the Direct Loan module of EDEExpress for Windows 2005-2006, Release 2.0. Some COD Response files (message class CRAA06OP) currently being sent to users may be missing complete Master Promissory Note (MPN) Status/Linking Indicator information for certain individual Direct PLUS Loan records. During the import of these Response files into EDEExpress for Windows 2005-2006, Release 2.0, some PLUS records in EDEExpress are updated with an incorrect MPN Status.

COD has identified the cause of this issue and will soon install a code fix for remedy. In the interim, to ensure EDEExpress users eliminate the risk of importing incomplete MPN status data and inaccurately updating the MPN status, we encourage EDEExpress users to implement the steps described under "Resolution" in the message that has been sent to



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schools' SAIG mailboxes and is posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0915EDEXpress0506DLL.html>. Please refer to the message for additional information.

### Reports and Data Requests

#### NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

#### **Delay In Availability Of COD Web Site Reports [08/01/05 (Updated 09/22/05)]**

COD previously reported an issue with generating reports on the COD Web site that began on July 28, 2005. Schools that attempted to retrieve some reports from the COD Web site received the error message "Application Error." This issue did not affect sending reports to schools' SAIG mailboxes.

COD has restored the report functionality on the web, and schools no longer receive the error message. However, COD Web site reports generated prior to July 28, 2005 will not be displayed on the web. ***If your school needs a web report that was generated prior to July 28<sup>th</sup>***, notify the COD School Relations Center via e-mail ([CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)). In follow up, COD will send the report to your school via e-mail. In order for your request to be processed successfully, please include "Report Request" in the subject line of your e-mail and the following information in the body of your e-mail:

- School Name
- School ID
- E-mail Address
- Report Name
- Award Year
- Report Date
- Program (Pell Grant or Direct Loan)

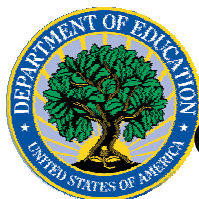
Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.

#### ISSUES

Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Direct Loan reports and/or data requests:

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.  
[08/25/04 (Updated 07/12/05)]



## COD Processing Update

### *Pell Grants*

#### COD News

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**REMINDER!**

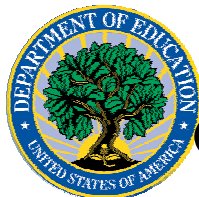
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**REMINDER!**

##### **2004-2005 Pell Grant Processing Deadline Is September 30, 2005 (09/23/05)**

The deadline for electronically transmitting Pell Grant records for the 2004-2005 Award Year to COD is **Friday, September 30, 2005**. To meet this deadline, your school's transmissions must be completed by midnight (in your local time zone) on September 30, 2005. For additional information about the deadline, refer to the announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0906PellProcDeadline.html>. For details regarding extended deadlines for schools affected by Hurricane Katrina, refer to the guidance posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/katrina.html>.



## Common Origination and Disbursement

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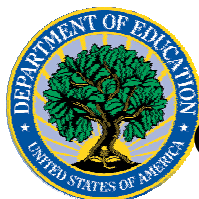
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## Common Origination and Disbursement

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### **Pell Grant Year-To-Date Record [12/01/04 (Updated 09/20/05)]**

The Pell Grant Year-to-Date (YTD) Record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. FSA has posted an Electronic Announcement on the IFAP Web site (<http://ifap.ed.gov/eannouncements/0919PellGrantYTDProcedures.html>) that explains in full the procedures for requesting a YTD Record. There are two procedures—the existing one for requesting the YTD Record for reconciliation purposes and a new one for requesting the YTD Record for rebuild purposes. At this time and until further notice, both procedures apply to YTD Record requests for all award years. This includes the 2002-2003, 2003-2004, 2004-2005, and 2005-2006 award years.

Due to a COD System issue that continues to affect the YTD Record and that has taken longer than expected to resolve, we have established a new procedure to request the YTD Record for rebuild purposes. ***The new procedure for requesting a YTD Record for the purpose of rebuilding a student record or Pell Grant database is as follows:***

If a school wants to use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database, it should contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include “Pell YTD” in the subject line.

**Note:** If a school is unable to e-mail its request, it can contact the COD School Relations Center.

Following receipt of the school's request, the COD School Relations Center will initiate a YTD Record and inform the school that it has done so. At this point, COD will send a YTD record to the school's SAIG mailbox (Message Class PGYRxxOP); however, the school ***must not use the YTD Record for rebuild purposes until the COD School Relations Center informs the school that it is okay to do so.*** COD will check the YTD Record to ensure its accuracy for rebuild purposes. The COD School Relations Center will notify the school upon completion of this quality check whether the school may rely on the information or must wait for COD to send a revised and complete YTD Record.

## **Reports and Data Requests**

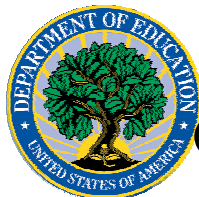


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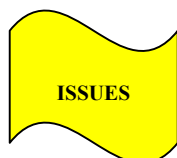
## Common Origination and Disbursement

# COD Processing Update

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- School Name
- School ID
- E-mail Address
- Report Name
- Award Year
- Report Date
- Program (Pell Grant or Direct Loan)

Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records—

For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. We have established a new procedure to request the YTD Record for rebuild purposes. See the “Pell Grant Year-To-Date Record” item in the COD News section of this document for an explanation of the new procedure. [10/05/04 (Updated 09/20/05)]





## Common Origination and Disbursement

# COD Processing Update

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### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	